



**Code: 9164**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: POLICE OFFICER (ASSIGNED AS FIELD TRAINING OFFICER)**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, oversees the “street” or “on the job” training for probationary police officers just graduating from the academy. The Field Training Officer assists the new graduates during their probationary period to effectively apply the knowledge and skills learned in the academy to the real work environment. The assistance comes through review of processes and procedures, coaching and consistent feedback provided to the probationary officer following performance of important duties, and serving as expert in terms of answering general questions that probationary officers may have, and more importantly, guiding officers in interpreting the policies in situations where there is variation from

Positions assigned to this classification must maintain other requirements, knowledge, skills, and abilities for successful performance in the Police Officer class.

### **ESSENTIAL DUTIES**

- Executes a post academy field training plan and functions as a trainer conducting trainings as prescribed by the Education and Training Division
- Provides guidance on what to watch and look for as the Field Training or other non-probationary Officer manages a situation, followed by immediate recap if possible, or providing overview towards the end of the assigned shift
- Continues the coaching / teaching of probationary officers and provides feedback via a formal performance review process
- Provides support to probationary officers as they rotate through shifts in order to experience issues that are more likely to occur in an evening shift vs. the day shift
- Demonstrates proper procedures for conducting routine patrol, responding to calls, apprehending offenders, interrogating suspects and witnesses, identifying and securing evidence, and conducting preliminary investigations. Also assists with probationary officers with traffic enforcement
- Emphasizes the importance of adhering to departmental rules, regulations and policies regarding all aspects of the Police Officer position, including those related to demeanor, verbal communication with fellow officers, chain of command and the public
- Demonstrates and coaches / reinforces probationary officers on remaining calm in difficult situations, as well as diffusing tensions related to domestic disputes and other similar situations
- Interprets departmental policy and procedures relative to all activities encountered during the field training period
- Interprets the Illinois Revised Statutes and City Ordinances relating to police operations
- Instructs recruits in the proper methods of preparing case reports, issuing citations, maintaining equipment and using weapons
- Demonstrates approved radio communication procedures and pursuit driving techniques
- Observes and reviews how the police officer is performing assigned tasks via a regular and formal review process, and notes issues that need remedial attention

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**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**MINIMUM QUALIFICATIONS****Education, Training, and Experience**

- Be a Police Officer below the rank of Sergeant, have a minimum of three (3) years of continuous service as a Police Officer with the City of Chicago
- Bachelor's degree from an accredited college or university is preferred
- Be willing and able to perform the duties of a Police Officer (Assigned as Field Training Officer); be willing and able to change watch assignments in accordance with the operational needs of the district
- Must have an acceptable disciplinary and attendance record
- Must meet acceptable medical roll usage guidelines
- Successfully pass written practical exam, and then successfully complete training program

**Licensure, Certification, or Other Qualifications**

- Must maintain the ability to safely handle and use a Department approved firearm

**WORKING CONDITIONS**

- Police facility environment
- Assignment anywhere within the boundaries of the City of Chicago
- Assignment Duty hours may be any time. Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interact with public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations
- Exposure to hazardous or life threatening situations

**EQUIPMENT (including but not limited to)**

- Computers and peripheral equipment (e.g., personal computer, computer terminals, mobile data computers)
- Two-way radio
- Handcuffs
- Personal defense weapons (Baton, Tasers, Handguns, Rifles, Shotgun, etc.)
- Specialized safety equipment (e.g., bulletproof vests)
- Transportation (cars, bicycles, motorcycles, Segway personal transportation, etc.)

**PHYSICAL REQUIREMENTS**

- Using muscular force to lift, carry, drag, push or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs
- Performing physical activities with skill, speed and balance efficiently and with little wasted motion
- Using the necessary force to restrain a person when making an arrest

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- Quickly bending, stretching, twisting, or reaching out with one's body, arms, and/or legs
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Safely and lawfully operate automotive vehicles and associated equipment
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print
- Must pass all phases of the selection process including a medical evaluation, drug screen, and physical performance test

**SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Good knowledge of:

- public safety and security procedures and strategies to effectively enforce laws and protect lives and property
- Federal, State and City criminal and traffic laws and ordinances and related departmental policies and General Orders
- practices and procedures used in community policing
- geographical locations in the City of Chicago
- traffic operations and city's street address grid
- ground traffic control management

Knowledge of applicable City and department policies, procedures, and regulations

**Skills**

- \*CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- GENERAL MANAGEMENT – SUPERVISORY – Understand the basics of coaching and mentoring entry level staff
- \*RESOLVING CONFLICTS AND INFLUENCING OTHERS - Resolve disputes between groups and individuals; negotiate with others to influence behaviors, opinions; deal effectively with various members of the public; handle upset and injured victims, get people to cooperate
- \*ORGANIZATIONAL AWARENESS AND COMMITMENT - Remain firm in one's allegiance to the Department's core values and faithful in pursuit of the Department's mission despite

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obstacles or opposition; follow Department policies and regulations and show support for their intent and value; demonstrate positive regard for the Department and personal role; show respect for members in positions of authority; work in a chain-of-command environment

- \*SERVICE ORIENTATION – Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS – Be aware of others' reactions and understand why they react as they do

**Abilities**

- \*COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- \*PUBLIC SPEAKING - Make formal presentations before large or small audiences
- \*SPEAKING – Communicate information and ideas in speaking so others will understand
- \*ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- \*COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- \*WRITE – Communicate information and ideas in writing so others will understand.
- \*MEMORIZATION – Remember information such as words, numbers, picture, and procedures
- \*RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- \*REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- \*MAKE DECISIONS AND SOLVE PROBLEMS – Analyze information and evaluate results to choose the best solution and solve problems

**Other Work Requirements**

- \*ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- \*ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- \*COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
- \*CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- \*SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
- \*STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
- \*PERSISTENCE – Persist in the face of obstacles on the job
- \*DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- \*INITIATIVE – Demonstrate willingness to take on job challenges
- \*INTEGRITY – Be honest and avoid unethical behavior

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- \*ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
  - \*LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
November, 2020